
Inventory and Network Administrator

OPEN TO: Peruvian Citizens only
OPENING DATE: February 1, 2007
CLOSING DATE: February 15, 2007
WORK HOURS: 40 hours per week

The American Embassy Community Association is seeking a motivated, organized, English and Spanish speaking, self-starter for the position of Inventory and Network Administrator.

DUTIES AND RESPONSIBILITIES

The Inventory and Network Administrator works closely with the Commissary Manager to keep the commissary and all of its activities professional and businesslike. The primary duty of the incumbent is monitoring the inventory and ensuring that all products are correctly listed and maintained in the computer database. In addition the incumbent is responsible for coordinating international shipments with Peruvian Customs and obtaining the appropriate Senesa certificates. The incumbent will also be responsible for maintaining the current store computer network, system administration, including but not limited to, data back-up/retrieval, etc. While the incumbent would be expected to work 40 hours a week, there may be instances when he/she may be required to work additional hours (e.g. to handle incoming shipments). The incumbent reports directly to the Commissary Manager.

The incumbent works with the manager, assistant manager, cashier and warehouse personnel to ensure optimum cleanliness, proper rotation of stock; assists with the Embassy Parking Program; and is responsible for ordering office supplies for the Commissary; and is expected to assist on the cash register as needed.

QUALIFICATIONS REQUIRED

- 1. Required Education:** Completion of high school education is required.
- 2. Required Prior Work Experience:** At least one year of prior experience working with a computerized inventory system is highly desirable.

3. Language Requirement: Level III (Good Working Knowledge) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Spanish is required.

4. Skills and Abilities: Must be familiar with standard office equipment (computer, calculator, fax, etc.). Must have a firm knowledge of MS Windows and Microsoft Office applications (Microsoft Excel is required). Must be detail oriented, flexible, a self starter, and able to work as part of a team with strong interpersonal skills.

SUBMIT APPLICATION TO:

AECA (Commissary)
Attention: Michelle Hall

POINT OF CONTACT:

AECA (Commissary)
Telephone: 618-2368
Email: mhall@infonegocio.net.pe

C L O S I N G D A T E: February 15, 2007

Cleared by: CLO - Jeannine Lemarie